



King County
REGIONAL HEALTH ADMINISTRATOR
ASSISTANT DIRECTOR OF NURSING SERVICES
PUBLIC HEALTH – SEATTLE & KING COUNTY
COMMUNITY HEALTH SERVICES DIVISION/NURSING PROFESSIONAL SERVICES
Annual Salary Range \$84,112 - \$106,617
Job Announcement: 06RL5780
OPEN: 1/18/06 CLOSE: 2/8/06

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104 or fax to (206) 205-5430.** Application materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Willma Elmore at (206) 296-4616 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: The Wells Fargo Center, ninth floor, 999 Third Avenue, Seattle, Washington 98104.

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday although evening and weekend work may be required to meet Department needs.

PRIMARY JOB FUNCTIONS INCLUDE: The Assistant Director of Nursing Services works with the Director of Nursing Services and the Clinical Leadership Team (Medical Director and Chief of Pharmacy) to provide oversight and assure the quality of population based, clinical, and correctional health care services throughout the Department. The responsibilities of this position include the development and maintenance of systems and infrastructure to insure that there is a qualified and appropriately licensed/credentialed health care workforce; standards and guidelines for quality nursing practice are established; auditing and evaluation methods are in place to evaluate and improve nursing practice; strategies for nursing professional training and staff development exist; and health care record standards and practices are implemented and maintained.

Duties for the Assistant Director of Nursing Services include:

- Management of nursing recruitment and retention activities in order to develop and maintain a competent and diverse nursing workforce.
- Management of health care professional credentialing, enrollment, and licensure documentation.
- Management of nursing staff development activities to include orientation, ongoing training, and preceptor programs.
- Oversight for health care records standards and practices to include medical records tracking, documentation best practices, and health care record forms development and control.

- Supervise the nurse recruitment and retention specialist, the health care records manager, the quality improvement specialist, the credentialing specialist, and the nursing staff development specialist.
- Work with schools of nursing to plan nursing student placement opportunities.
- Work with the Clinical Leadership Team in order to assure quality public health population based, clinical, and correctional health practice by monitoring practice; implementing practice policies, procedures, and guidelines; tracking and preventing unsafe practices; and instituting quality improvement studies and projects.
- Work with Director of Nursing Services to provide coaching, mentoring, and leadership regarding nursing best practices and nursing practice issues to supervisors and managers.
- Work with Director of Nursing Services to provide consultation and guidance regarding nursing practices and issues to Department managers, human resources staff, and senior leadership.
- Participate in a cross divisional team of nursing leaders in order to provide a nursing perspective to public health practice and to advocate for nurses in public health.
- Participate in labor management conference committees and contract negotiations and implementation.
- Provide input into program planning and budget development.

QUALIFICATIONS:

- Demonstrated knowledge of nursing and public health principles and best practices. Familiarity with Washington State RCW's and WAC's that govern nursing practice.
- Demonstrated knowledge of community standards of nursing and public health practice and skill in evaluating individual and program level compliance with these standards.
- Competent in personnel practices including recruitment, selection, retention, classification, staff development, performance improvement, and disciplinary actions.
- Ability to lead and work with Departmental and community teams.
- Working knowledge of quality assurance/improvement principles and practices.
- Demonstrated knowledge of health care records standards and practices.
- Ability to provide management and leadership to nursing staff in population based, clinical, and correctional health programs.
- Ability to work effectively in a political environment with individuals with diverse values and viewpoints.
- Knowledge of basic labor law and ability to apply it to employment practices and collective bargaining agreements.
- Demonstrated program and budget development and management ability.

NECESSARY SPECIAL REQUIREMENTS:

- Current Washington State Registered Nurse License with no restrictions.
- Bachelor's degree in Nursing from a school of nursing accredited by the National League of Nursing or the equivalent.
- A Master's degree in nursing, public health or health administration.
- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: None

CLASS CODE: 8251

SEQUENCE NUMBER: 0900